

TEST PREPARATION GUIDE FOR LICENSING PROGRAM ANALYST (LPA)

This test guide is designed to assist you prepare for the LPA exam by providing sample questions.

The LPA examination has a 3 hour time limit. The examination consists of a written test only. Written test contains 95 multiple-choice items in three sections:

Test Section	Subject	Number of Items
I	Written Communication Skills	29
II	Analyzing, Interpreting, and Applying Written Material	28
III	Situational Workplace Scenarios	38

HOW SHOULD I PREPARE FOR THE WRITTEN EXAM?

To prepare for the LPA written exam, you should study each section noted above. On the day of the exam, it is recommended that you arrive 15 minutes prior to the exam time. Make sure you bring your exam notice and a picture ID.

TEST-TAKING TIPS

Read all of the possible choices before selecting your answer. If you do not know the answer, come back to it at a later time. If you are unsure of the answer, eliminate the possible wrong answers to select your best answer. Plan your time and pace yourself. Do not spend too much time on any single question and never leave an answer blank.

TEST SECTIONS

- 1) *Written Communication Skills* – Test section I is designed to assess your written communication skills. This test section is comprised of several question types designed to assess your skills in constructing sentences and paragraphs using correct spelling, grammar, punctuation and sentence structure.
- 2) *Analyzing, Interpreting, and Applying Written Material* – Test Section II is designed to assess your skill in analyzing, interpreting, and applying written information. You will be asked to analyze, interpret, and apply information and data contained in a variety of written materials.
- 3) *Situational Workplace Scenarios* – Test Section III is designed to assess your ability to effectively handle a variety of situations related to dealing with customers and departmental staff you may encounter as an LPA.

Sample questions to follow.

SAMPLE QUESTIONS

The following are sample questions and are NOT used in the actual written test.

SECTION 1 - Written Communication Skills

Use the information below to answer example question #1

Arrange the following four sentences to form the most effective and logical paragraph. Then select the answer that represents the best sequence.

1. Such visits are established by the terms of probation and hold the same priority as complaint investigations.
2. Documentation of such visits must be in the facility file.
3. It is the expectation that when, through the administrative process, a facility is being operated under a probationary license, monitoring visits will be scheduled, tracked and completed.
4. If a facility does not comply with the terms of probation, immediate steps to revoke the probationary license must be taken.

1. Which one of the following represents the best sequence for the four sentences above?
 - a. 1, 2, 4, 3
 - b. 1, 4, 2, 3
 - c. 3, 1, 2, 4
 - d. 4, 1, 2, 3

Choice c represents the best sequence for these sentences. Sentence 3 is the topic sentence of this paragraph and should be first. Sentence 1 follows logically with discussion of the visits. Sentence 2 explains the documenting and facility file process. Sentence 4 states the result and is an appropriate ending.

SECTION 2 - Analyzing, Interpreting, and Applying Written Material

Use the information below to answer example question #2

Criminal Background Check Requirements

All adults residing in the home must complete the criminal background check process before a license is issued. The background check consists of a Department of Justice (DOJ) check, Child Abuse Central Index (CACI) check, and a Federal Bureau of Investigations (FBI) check.

2. A complete criminal background check process consists of
 - (A) DOJ check
 - (B) CACI check
 - (C) FBI check
 - (D) All of the above

The correct response is (D) All of the above, based on the information provided in the paragraph above.

SECTION 3 – Situational Workplace Scenarios

Use the information below to answer example question #3

You are the lead on a special project that involves facilitating work team meetings. One of the team members is habitually late for the meetings and does not complete project assignments.

Possible Actions

- Action A: Reassign this individual's assignments to another team member.
- Action B: Have a private meeting with this individual to determine if there is a workload issue.
- Action C: Call the individual's supervisor and ask for the individual to be removed from the project.
- Action D: Call the individual's supervisor and obtain their assistance in resolving the problem.

- 3 Based on the scenario presented above and the possible actions outlined, which action are you MOST LIKELY to take FIRST in response to this situation?
- A. Action A
 - B. Action B
 - C. Action C
 - D. Action D

The correct response is (B) MOST LIKELY to take FIRST action is to speak to the individual.

The completed job analysis for the Licensing Program Analyst which includes Task Statements and Knowledge, Skill and Ability Statements is available at <http://www.dss.cahwnet.gov/pdf/AboutJobAnalysis.pdf>. In addition, the Community Care Licensing Division website at <http://cclid.ca.gov/> provides reference materials used by LPAs.

You are not allowed to use this guide nor any other tools to assist you in the actual exam.